

Section 4 Overview

This section pertains to the policy and procedures necessary when an out-of-home placement of a child is imminent or has occurred.

Chapter 8 Overview

This chapter will describe the policy and procedures for continuing ongoing casework for families with children in out-of-home care.

Table of Contents

- 8.1 Services for Family-Centered Out-of-Home Care
- 8.2 Family/Child Moves from County
- 8.3 Family/Child Changes Children's Service Worker

Memoranda History:

[CS03-32](#), [CD05-72](#), [CD06-32](#), [CD06-47](#), [CD06-63](#), [CD06-75](#), CD07-77

8.1 Services for Family-Centered Out-of-Home Care

Activities for Ongoing Casework:

1. Present case at each Family Support Team (FST)/Permanency Planning Review Team (PPRT) Meeting.
2. Implement treatment plan using steps outlined in Chapter 7 of this section.
3. Continue placement support services:
 - Make necessary plans for the child who may require a different out-of-home care setting.

Related Subject: Section 4 Chapter 13 [Placement of the Child with a Subsequent Provider](#)

4. Utilize the Family-Centered Services Family Assessment, CD-14, packet tools to assess the family and provide services to the parents and child. Ongoing case management after the initial 30 days requires a minimum of one face-to-face visit in the parental home per month between the worker and the parents. The Parental Home Visit Checklist, CD-83, should be utilized to document any safety concerns with the household for home visits and possible reunification, as well as topics discussed with the parents, which address the case plan and the achievement of case goals. The form should be retained and kept in the Assessment and Treatment Services Section of the case record:
 - Continue any needed referrals and assistance to the parent(s) for accessing primary and preventive health care, including prenatal care, well-baby and postnatal care, and birth-spacing services.
5. Assess progress at each FST/PPRT meeting, renegotiate plan if necessary and determine permanency options:
 - A. Reunification;
 - B. Adoption;
 - C. Guardianship;
 - D. Placement with a Fit and Willing Relative; or
 - E. Another Planned Permanent Living Arrangement (APPLA).

6. Include parent(s) in the development of the Child Assessment and Service Plan, CS-1, which will be presented at the Family Support Team meeting and as modified at subsequent FST/PPRT meetings.
7. Review decision with parent(s).
8. Provide "What's It All About? A Guidebook for Youth In Out-of-Home Care", for all youth coming into care ages 14-21, or turning 14 while in care.
9. Assess youth's (ages 14 – 21) strengths and needs by completing the Ansell-Casey Life Skills Assessment and the Life Skills Strengths/Needs Assessment Reporting Form, CD-97. Develop the Adolescent FST Guide and Individualized Action Plan, CD-94, for presentation at the first six-month PPRT meeting and each subsequent PPRT. The youth must be engaged during the case planning process/assessment and should acknowledge his/her personal responsibility for the success of the plan. The CSW should also involve in the assessment and case plan development the:
 - A. Birth/foster parents; and
 - B. Child care worker, if placed in residential treatment.
 - C. Chafee Foster Care Independence Program (CFCIP) Contracted Worker (once youth has been referred for CFCIP Services).
10. Refer youth ages 14 through 21 to the Chafee Foster Care Independence Program by submitting a referral from the Older Youth Transition Specialist.

NOTE: If the youth resides in a county other than the case manager county, the Children's Service Worker in the youth's county of residence shall help facilitate the completion of the Ansell-Casey Life Skills Assessment by the foster parent and youth. The Children's Service Worker will also assist with the completion of the Life Skills Strengths/Needs Assessment Guideline Questions, CD-96, and the Life Skills Strengths/Needs Assessment Reporting Form, CD-97. The Adolescent FST Guide and Individualized Action Plan, CD-94, shall be completed by the case manager with the assistance of the service worker.

Related Subject: Section 4 Chapter 21 [Older Youth Program](#)

11. Add recommendations of the FST/PPRT to the Child Assessment and Service Plan, CS-1 and CD-94 for youth 14 or over.
12. Submit a report to the court outlining the recommendations from the FST/PPRT and any other necessary information:

Related Subject: Section 4 Chapter 7.2.4 [Lack of Consensus at Family Support Team \(FST\)/Permanency Planning Review Team \(PPRT\) Meetings](#)

- A. A completed CS-1 and CD-94 for youth ages 14 or over should be submitted to the court. It may be submitted in place of a separate court report, if the court allows.
 - B. Request the court amend the current court order if placement/services recommended in the long-term permanency treatment plan are deleted or if the permanency goal changes.
13. Obtain court approval for the permanency option chosen and any recommendations made in the court report.
14. Begin implementation of decision, referring to pertinent procedures.
15. Continue efforts to locate absent parent(s).

Related Subject: Section 4 Chapter 4 Attachment A [Locating the Non-Custodial Parent or Relative](#), Section 4 Chapter 7.1 [Activities in the First 24 to 72 Hours](#), Section 5 Chapter 2.6.4b [Searching for a Biological Parent](#).

16. Record all activities every 30 days.

NOTE: When reunification with the natural parents is the goal, steps should be taken as quickly as possible to achieve it. Concurrent planning also begins at initial out-of-home placement.

Close Attention Must Be Given to Permanency Plan Achievement for Children Receiving Out-of-Home Care Services. Administrative Reviews, Court Reports, Court Hearings, and FSTs all Combine to Assist in Achieving and Protecting the Child's Right to a Permanent Family Who Accommodates the Child's Special Needs and Best Interests.

17. Begin TPR actions, if adoption was the permanency option chosen.

Related Subject: Section 4 Chapter 26 [Termination of Parental Rights](#)

18. Review with immediate supervisor monthly all cases that have not resulted in a child's permanent placement, in the case of infants, such case reviews shall occur weekly.
19. Develop other permanency options (concurrent planning) if adoption is not likely and reunification is not possible.
20. Continue reports to court as necessary.

21. Request the court amend the current court order if any treatment services or permanency options change.
22. Seek administrative review in the last 30 days of each treatment period as follows:
 - A. From the Circuit Manager or his/her designee by the end of each treatment period.
 - B. From the Regional Director or his/her designee by the end of the fifth treatment period (15 months).

NOTE: Circuit Managers may request a Regional Director review at any time if the case assessment indicates major barriers exist in achieving the treatment plan.

23. Seek additional reviews from the Regional Director and/or Central Office, if the following conditions appear to exist:
 - A. Return of the child to the biological family is unlikely;
 - B. The court has taken no action regarding the Division's request to file a TPR request;
 - C. The court has denied a termination of parental rights petition; or,
 - D. Other barriers are identified which impede case progress.

NOTE: If a child remains in out-of-home care beyond 15 months, the total situation must be aggressively evaluated keeping in mind the principle of permanency planning.

If return of the child is unlikely or TPR action is deemed impossible, a guardianship plan must be discussed through supervisory channels.

NOTE: Regional office can seek case review assistance from Central Office, if necessary, to aid in permanency plan achievement to prevent foster care drift. The request to Central Office should be submitted with appropriate materials including an assessment of the major barriers to case progress.

Chapter Memoranda History: (prior to 01-31-07)

[CS03-32](#), [CD05-72](#), [CD06-32](#), [CD06-47](#), [CD06-63](#), [CD06-75](#)

Title:	Child Welfare Manual
Section 4:	Out-of-Home Care
Chapter 8:	Ongoing Casework for Out-of-Home Care
Effective Date:	January 15, 2009
Page:	5

Memoranda History:

[CD07-77](#), CD09-05

8.2 Family/Child Moves From County:

1. Child in out-of-home care placed in-state:

- A. Reach agreement between case manager, service county, if different, and receiving county on placement of child;
- B. Confirm placement through email, telephone or Inter Office Communication (IOC). This should be done within two (2) working days of child's placement in the receiving county. The child should be seen in the placement setting by the service worker the next business day after confirmation of placement. For children placed in a residential facility out of county, the child should be contacted by the case manager or service worker the next business day after placement. This contact may be made by phone but the child **must** be seen in person at the facility within 14 calendar days of the date of placement;
- C. Complete Inter-County Transfer (IM-42), Alternative Care Client Form (SS-61), and record all contacts and transfer summary. Transfer duplicate case record to case manager within ten (10) working days after placement. Once received, case manager will transfer duplicate case record to new service county within five (5) working days after assuring current information on family/client is in the record; and
- D. Close SEAS Authorization Forms (CS-67A) for any services child is receiving.

NOTE: When a client moves to another county and is expected to continue to receive services, worker will close the SEAS Authorization (CS-67A) and enter new county code and new client address, if known, on the SEAS Request and Eligibility form (CS-67) to transfer form to new county. The new county will update eligibility information on the SEAS Request and Eligibility form (CS-67) and complete a new SEAS Authorization (CS-67A). The authorizing worker in the new service county will reauthorize services for child if they are still needed, and if a provider is available.

2. Child in out-of-home care placed out-of-state:

Related Subject: Section 4, Chapter 25 Interstate Placement

- Complete Inter-County Transfer (IM-42), Alternative Care Client Form (SS-61), close any active SEAS Authorization Forms (CS-67A), and record all contacts and transfer summary. Transfer duplicate case record to case manager county within ten (10) working days, if child was not in county of court jurisdiction.

3. Parent of child in out-of-home care moved within state:

- A. Confirm with parent or collateral that parent has moved;
 - B. Notify Division office by telephone or letter depending on evaluation of risk of any other children in the home or need for immediate services. Request confirmation within five (5) days;
 - C. Receive confirmation to transfer case, complete Inter-County Transfer (IM-42), Family Centered Services Case Report (SS-63), close any active SEAS Authorization Forms (CS-67A), attach IOC giving status of case and name of the Children's Service Worker who verified residence. Complete recording of all contacts and transfer summary; and
 - D. Transfer duplicate case record to case manager within ten (10) days, if case was in a service county and is being transferred to another service county. Once received, case manager will transfer duplicate case record to new service county within five (5) days, after assuring current information on the client is in the record.
4. Parent of child in out-of-home care moved out-of-state:
- A. Confirm with parent or collateral that parent has moved;
 - B. Notify case manager of the move, if service county;
 - C. Transfer case record to case manager completing Inter-County Transfer (IM-42), Family Centered Services Case Report (SS-63), closing any active SEAS Authorization Form (CS-67A), and recording of all contacts and transfer summary. Transfer within ten (10) days of move; and
 - D. Contact public child welfare agency in the state where the parent resides via letter or phone call, followed by letter, to provide services.
5. Confirm family's residence and notify sending county within five (5) days:
- A. Update Family Centered Services Case Report (SS-63) or Alternative Care Client Form (SS-61) when case is assigned to a Children's Service Worker; and
 - B. Reauthorize any necessary children's treatment services or Protective Services child care, which are part of case plan, if these services are still necessary, and if a provider is available.
6. When there is a change in court jurisdiction and the child will have a new Children's Service Worker, contact the Eligibility Specialist (ES) within five (5) days via an IOC and state the child's case is being transferred. The IOC shall indicate:
- A. The child's name as it appears on the Alternative Care Client Form (SS-61);

- B. The child's DCN;
- C. The county the child's case has been transferred to; and
- D. The date of transfer.

Chapter Memoranda History: (prior to 01-31-07)

[CS03-32](#), [CD05-72](#), [CD06-32](#), [CD06-47](#), [CD06-63](#), [CD06-75](#)

Memoranda History:

Title: Child Welfare Manual
Section 4: Out-of-Home Care
Chapter 8: Ongoing Casework for Out-of-Home Care
Subsection 3: Family/Child Changes Children's Service Worker
Effective Date: January 13, 2009
Page: 1

8.3 Family/Child Changes Children's Service Worker

If the family and/or child have not relocated but the family or child's Children's Service Worker changes, the following activities shall be completed by the new worker:

1. Thoroughly review the family and child's entire case record and if possible, consult with the family or child's previous Children's Service Worker and/or supervisor.
2. Update the SS-61 in FACES to reflect the new worker assignment.
3. Notify all Family Support Team members and service providers of new worker assignment and contact information.

Chapter Memoranda History: (prior to 1/31/07)

Memoranda History: